

California Energy Commission



[CLASSIFICATION: Energy Commission Supervisor II (Efficiency)
(Lateral transfer opportunity for Staff Services Manager I)

TENURE: Limited Term through June 30, 2011
(May become permanent at a future date)

TIME BASE: Full Time

SALARY: \$5,312 - \$6,409
(Salary will be adjusted accordingly to comply with furlough program)

LOCATION: Efficiency and Renewable Energy Division
Sacramento, CA

FINAL FILING DATE: October 13, 2009

DUTIES AND RESPONSIBILITIES:

The High Performance Buildings Unit is responsible for all development work associated with the building standards. This includes building standards for every newly constructed (plus major alterations of) residential and nonresidential buildings in California. These standards pertain to the complex interactions of the physical features of buildings. The unit develops standards through rulemakings and extensive development work prior to the official rulemaking process. The unit also develops the rating and benchmarking systems for existing residential and nonresidential buildings.

The mission of the unit is to achieve high performance buildings through the development and implementation of cost-effective mandatory and "reach" building energy efficiency standards and provide energy efficiency and technical support to the New Solar Homes Partnership and Million Solar Roofs programs as well as other green building and beyond-standards programs. More specifically the Energy Commission Supervisor II is responsible for:

- ☐ Planning, organizing and directing the work of staff to carry out the above activities.
- ☐ Providing supervision, motivation, career development performance reviews, personnel actions and training.
- ☐ Working with stakeholders and interest groups and provide customer service leadership.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- ☐ Highly developed written and oral communication skills.
- ☐ Ability to supervise staff in their production of timely quality work products.
- ☐ Ability to promote staff development.
- ☐ Proven ability to direct, motivate and earn the respect of staff.
- ☐ Ability to adjust programs and schedules to accommodate needed changes.
- ☐ Experience as a motivated self-starter.

RPA#430-097

OVER OK DP 9/25/09

POS#535-430-4940-002

WORKING CONDITIONS: Work is performed indoors in an office setting.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Incumbents in equivalent supervisory classes (e.g. Staff Services Manager I) are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Efficiency and Renewable Energy Division
Tracy Boggs (RPA# 430-097)
1516 9th Street, MS-28
Sacramento, CA 95814
(916) 654-4054

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBS must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.